

ORD-4517-68

19 July 1968

MEMORANDUM FOR: Director of Research and Development

THROUGH: Special Panel, CSP

SUBJECT: Recommendation for Promotion -

25X1A9a [REDACTED]
GS-4 to GS-5

1. 25X1A9a It is recommended that arrangements go forward to promote [REDACTED] of the Analysis Division secretarial staff from a GS-4 to GS-5.

25X1A9a 2. [REDACTED] served as a clerical assistant for security control for the IPRD when she came to Analysis Division in July 1967 at her present grade. For the past six months she has assisted on the An/ORD secretarial staff with particular attention to the maintenance of An/ORD administrative files and control procedures. 25X1A9a [REDACTED] performance has been excellent. She is most cooperative at all times. She has made excellent progress in learning and using procedures and in performing her secretarial skills.

3. Because of the increased importance of her responsibilities and because of her excellent performance, we recommend that promotion action go forward as soon as possible to advance [REDACTED] to a grade level of GS-5.

25X1A9a [REDACTED]

25X1A9a

John W. Kuipers
Chief, Analysis
ORD/DD/S&T

25X1A9a

Distribution:

Orig. & 1 - Addressee 1 - Chairman, Special Panel
1 - AO/ORD 1 - C/An/ORD

An/ORD/DD/S&T: [REDACTED] ss:2143

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GROUP 1
Excluded from automatic
downgrading and
declassification

EYES ONLY

SUBJECT: Recommendation for Promotion -
25X1A9a [REDACTED]
GS-4 to GS-5

RECOMMEND APPROVAL:

Chairman, Special Panel, CSP

Date: _____

APPROVAL:

Director
of
Research & Development

Date: _____

~~SECRET~~